

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
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State of Wisconsin Department of Corrections

April 5, 2017

Chief Tim Zarzecki
Mt. Pleasant Police Department
8811 Campus Drive
Mt. Pleasant, WI 53406

RE: 2017 Annual Inspection, Mt. Pleasant Municipal Lockup

Dear Chief Zarzecki:

The Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the Mt. Pleasant Municipal Lockup was conducted on March 29, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The three cells, two group holding rooms, interview rooms, and adjacent booking area were inspected and continue to be found in excellent condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being completed pursuant to 349.12(3)(5) on a monthly basis. Weekly sanitation inspections are also being completed within the lockup which is also an excellent practice.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

Health Care 349.09

The Mt. Pleasant Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being placed into a cell at the facility. Current Mt. Pleasant procedure stipulates that medications

will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by a supervisor.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the South Shore Fire Department was completed on 12/20/16. Evacuation routes are posted and fire protection equipment in place should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being placed into a cell, as well as those being booked at the facility who are either placed on the bench or in one of the interview rooms. Since the last annual inspection in 2016, no notifications of any unusual occurrences have been made to this office. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

Cell checks are being completed and documented for those individuals placed into a cell. A review of completed booking sheets found that security checks are generally being conducted and documented [REDACTED] minutes for adult detainees. This is an excellent practice that exceeds the minimum requirements of the administrative code. As an annual reminder, please ensure that all staff completes physical security checks at irregular intervals in accordance with administrative code.

Detention of Juveniles 349.21

Your Department has been authorized to hold juveniles pursuant to the requirements set forth in DOC 349.21. A review of the one completed booking sheet indicated that physical security checks were completed approximately [REDACTED] minutes in accordance with administrative code. Juvenile files were also found to be kept separate from the adult records and sight and sound separation requirements are in place. The review also indicated that the juvenile was not held in secure custody for longer than 6 hours.

Approval

The Mt. Pleasant Municipal Lockup is approved for the detention of adults for up to 72 hours and for delinquent juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained.

I would like to thank Captain Tom Peterson for his assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Captain Tom Peterson
Kristi Dietz, ODF Director
File